

# HOBBS HILL WOOD PRIMARY SCHOOL

## Parents' Evenings Policy

<b>Committee</b>	School Improvement
<b>Author</b>	Headteacher
<b>Approved By Governing Body</b>	5 July 2023
<b>Frequency of Review</b>	4 years
<b>Next review Date</b>	Summer 2027

### Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

### Our Mission

Inspiring confident and independent learners

### Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

### School Charter

<b>We have the right to:</b>	<b>We have a responsibility to:</b>
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

## **PURPOSE**

Parent Consultation Evenings are held:

- to discuss the child's progress, attitude, behaviour and future targets;
- to enable staff to gain a wider picture of the child by combining the parents' knowledge with that of the teacher;
- to develop a partnership based on trust, understanding and confidence;
- to reflect the aims of the school;
- to encourage parents to support the child and the school; and
- to review the child's attendance and punctuality.

## **RESPONSIBILITY**

It is the responsibility of all members of staff to ensure that this policy is followed.

## **ARRANGEMENTS**

- Parent-teacher consultation evenings are held in the Autumn and Spring terms. Children are not invited to these meetings.
- Additional meetings are offered to parents of children with SEN (see SEN School Offer)
- An Open Evening, during which children may show their parents around the school, is held in the Summer term. Parents can discuss their child's annual school report during this visit if they wish or make a separate appointment.
- Parent-teacher consultation meetings at other times are held by request from parent or teacher.
- Parents are invited to Consultation evenings by letter from the Head.
- Appointment times are made by the parent using an online booking system.
- Staff try to keep to time during the Consultation Evenings, and look for parental understanding if appointment times are not precise.
- As each meeting is confidential, the teacher ensures that there is no other parent and no child in the room. (an interpreter may be present if required).
- A tray of the child's work for the parent to examine is made available outside the classroom. The parent should bring the tray into the interview with them. It is considered good practice to refer to the child's work where appropriate.
- Where parents are separated, both are invited to the interview. Separate interviews are not provided for separated parents unless a court order directs this.
- A sign asking parents to switch off their mobile phones during the interview is displayed.
- Parents are welcome to make notes during the interview and may be given notes/records to take away. Voice and/or video recording of the interview is not permitted unless by prior agreement.

## **STAFF**

Members of staff are:

- well prepared for the consultations, having completed a consultation sheet for each child together with the following documents:
  - Effort and Application Report
  - Maths Report (maths sets only)
  - Progress statements and standardised scores
  - SEND Assess, Plan, Do, Review document
  - EYFS profile (in Foundation Stage)
- supportive of the Head and of colleagues;
- supportive of all school policies;
- confident and approachable;
- able to be good listeners;
- positive at the start and end of each consultation;
- able to explain classroom practice;
- happy to encourage a close working relationship between home and school;
- careful to mention all special problems or difficulties to the Head afterwards;
- Staff do not become involved in arguments. Any difficulty is referred to the Head; and

- Members of staff do not
  - undersell themselves;
  - criticise other schools; or
  - exaggerate children's performance.

## **PARENTS**

Parents should leave the meeting feeling that

- they have confidence in the teacher;
- the class teacher has a realistic understanding of the child's capabilities;
- the discussion has been valuable;
- the teacher values the parents' efforts;
- they have learned more about their child's development;
- they have learned more about the school's expectations;
- they know what their child's targets are for the term ahead; and
- they have a role to play in contributing to their child's learning.